

Abbot Academy

**Information
Suggestions and Regulations**

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It is the desire of the Principal and other officers of the school to have at Abbot as free and as natural a life as is possible in a community of our size. Certain restrictions and requirements perhaps unnecessary in a private home are inevitable for the well-being and success of the larger group, but it is our belief that there are no unreasonable regulations contained in this pamphlet. An honest and happy endeavor to live within these regulations will bring to us all a sense of freedom and a realization of the many pleasures and benefits that Abbot has to offer.

MARGUERITE HEARSEY

Daily Program

MONDAY-FRIDAY

- 6.45 Rising Bell
7.25 Breakfast
8.15 Chapel
8.30-9.15 Period I
9.18-10.00 Period II
10.03-10.45 Period III
10.45-11.00 Tiffin
11.00-11.45 Period IV
11.48-12.30 Period V
12.33-1.15 Period VI
1.20 Luncheon
1.50-4.00 Recreation
4.30 Tea
5.15-6.00 Period VII
6.15 Dinner
7.15-7.30 Silent Time
7.30-9.15 Study Hour
9.15-9.45 Recreation
10.00 Lights out
Friday Evening Study Hour Ends at 9.00 P.M.

SATURDAY

- 7.45 Rising Bell
8.15 Breakfast
9.30 Room Inspection
12.30 Luncheon
6.15 Dinner
Evening: Recreation and Hall Exercises
9.30 Lights Out

SUNDAY

- 8.00 Rising Bell
8.30 Breakfast
9.00-9.30 Silent Time
10.30 Church
1.00 Dinner
2.30-5.00 Quiet Hour*
6.00 Supper

7.00 Vespers
8.15-8.45 Quiet Hour
9.30 Lights Out

*During this period those who wish to do so may go out for recreation,—walking, horseback riding, or tennis, but all who remain in the buildings are expected to stay in their own rooms so that quiet may be assured for all who wish it. When the weather makes it impractical to be out of doors, some change in the schedule will be announced.

Dress

Simple sports clothes are worn during the day. Socks without stockings and sleeveless or backless dresses may be worn only for gymnasium and sports. All girls are expected to dress for dinner before tea. Formal dinner dresses or evening dresses are worn only on special occasions. Notice will be given on these occasions. Hats must be worn at all times when students leave the school grounds.

Fur coats should not be worn except on Sundays or for extremely cold weather.

The use of cosmetics is not allowed.

Conduct and Order in the Buildings

SILENT TIME

These brief daily periods are an old custom of the school. They insure for everyone at least a few minutes of silence and solitude free from any interruption. It is possible to make them moments of spiritual and mental refreshment. During these periods every girl remains in her own room.

QUIET HOURS

During these hours the halls are absolutely quiet and no visiting is permitted.

STUDY HOURS

During these hours students study either in their own rooms or in the library. There is no visiting, nor any use of the offices or public rooms except in a case of emergency, and with the permission of the corridor teacher.

CLASS PERIODS

Between classes students are expected to pass quietly and directly from one appointment to the next. During periods in which a resident student has no classes she may study either in her own room or in the library. Day Students study in the Study Hall or in the library.

All students are requested to take Tiffin as the time between breakfast and luncheon without some refreshment, is too long for physical and mental efficiency.

RECREATION AND UNSCHEDULED PERIODS

In the dining room, during times of recreation, and in all unscheduled hours reasonable quiet, order, and courtesy is to be maintained. Boisterous conduct, shouting and whistling in the corridors, and calling from windows are subject to loss of merit points from Student Government or faculty.

Quiet is to be strictly observed in the library at all times.

Musical instruments, including victrolas and radios, may not be used in students' rooms. Pianos, radios, and victrolas are used in public rooms only at the following times, unless by special permission:

After luncheon until **2.15**

Before dinner **6.00-6.15**

After dinner until **7.15**

On Saturdays after luncheon until **2.00** and after dinner until Hall Exercises.

On Sundays by special permission.

PROMPTNESS

Prompt attendance at meals and at all academic appointments is required. Unexcused tardiness will incur loss of merit points.

ORDER

The appearance of the buildings and grounds should be a matter of interest and pride to all members of the school. Neither scraps of paper nor any other litter should be dropped on the lawns or walks. All curtains should be tied firmly in place to give a uniform and orderly appearance to the windows. Shades must be drawn as soon as lights are put on.

Public rooms and the furnishings in them should be used as if they were rooms in a home. Special care should be exercised in the use of ink. Shaking fountain pens often makes spots that can be removed only by refinishing. Ink, provided by the school, is to be obtained from corridor teachers. Other ink may not be used.

Pictures are to be hung from mouldings and no thumb tacks, pins, or stickers are to be used on walls. Beds may not be placed under windows.

Students make their own beds and take care of their rooms. Beds must be made and rooms put in order before Chapel, and a careful cleaning must be given each room at least once a week.

Visiting and inspection of rooms is made at intervals by student proctors or a member of the faculty. Merits are lost for disorderly rooms.

No paint, varnish, turpentine, or any inflammable liquids are to be used in students rooms. No electric appliances may be attached except by permission. Any changes of cords, or of bulbs, or other attachments, will be attended to by the electrician. Request for such service is written on the pad on the corridor bulletin board.

Lights must be turned off on leaving rooms.

BATHROOMS

Bathrooms must be kept orderly and quiet. Do not leave the bathroom with water turned on. A fine will be charged for the overflowing of tubs and basins.

INFIRMARY

Every morning the nurse goes through the halls and calls on girls in rooms where the infirmary card has been hung on the door. Students indisposed in any way are urged to put out the card and remain in their rooms until the nurse has called.

Students may go to the infirmary at any time it is necessary, but a report either in person or by note should be left with the corridor teacher. Those who have been in the infirmary must not leave without permission, nor may they leave the grounds that day without special permission.

LAUNDRY

The school laundry may be used by students on Saturdays. Basins and tubs in the bathrooms may not be used for washing of any articles of clothing. In emergency a pair of stockings may be washed in the service sink on the corridor.

Miscellaneous

MAIL

All mail must be posted at the school post office. It goes out at 7.25 A.M., 9.45 A.M., and 4.45 P.M.

Incoming mail is placed in the boxes at about 8.00 A.M. and at about 3.00 P.M.

Stamps may be purchased immediately after lunch, and dinner, and only at these times.

TELEPHONING

Students may telephone during the half hour immediately after lunch and after dinner, between 4.45 and 5.15 and at 9.15 week day nights. At other hours only by special permission. Calls are chaperoned. A list of chaperons is posted in Miss Jenks' office.

CALLING IN TOWN

Resident students are not allowed to call at any house in town without permission. This includes the homes of day students.

VISITORS

Please ask friends and relatives to use the guest entrance. Permission must be obtained before taking visitors to student rooms.

BANKING

Hours and regulations are posted on bulletin boards.

PERMISSIONS

Town and out of town permissions are given by Miss Jenks. The office hour for all permissions is immediately after lunch. Permission must be obtained for doctor, dentist, hair-dresser, tailor, Town Post Office, telegraph office, and any residence, as well as for all out of town trips.

SERVICE

All requests for special service must go through Miss Butterfield, not through maids or other employes.

FOOD IN ROOMS

Fruit, and crackers in tins, may be kept in rooms. Indulgence in other food between meals is discouraged.

GUM CHEWING

Gum chewing in public is not permitted.

SMOKING

Smoking is not permitted in school buildings, on the grounds, nor in any place or on any occasion while students are under the jurisdiction of the school. This does not apply to vacations or week-end leaves.

